



CITY OF SAN BRUNO

Community Services Department

MEETING MINUTES

Senior Citizens Advisory Board May 17, 2016

1. **Call to Order/Roll Call:** Vice-Chair Green called the meeting of the Senior Citizens Advisory Board to order at 9:04 a.m. Board Members Present: Chair Goff, Carmichael, Green, Hayes, Kreisel, and Luzaich. Board Members Absent: Donnelly and Treasurer, Hornung. Staff Present: Brewer, Tessier, Madonich, Aker.
2. **PLEDGE OF ALLEGIANCE:** Vice-Chair Green led the Pledge of Allegiance.
3. **APPROVAL OF AGENDA:** **MSC Kreisel/Green** to approve the agenda of the March 15, 2016 meeting. Approved unanimously.
4. **APPROVAL OF MINUTES:** **MSC Kreisel/Carmichael** to approve the minutes of the March 15, 2016 meeting. Approved unanimously.
5. **PUBLIC COMMENT:** None.
6. **CONSENT CALENDAR:** None.
7. **CONDUCT OF BUSINESS:**
 - a. Treasurer's Report – March and April 2016 Treasurer's Report filed for audit.
 - b. Receive and File Monthly Information and Referral, Class Attendance, Nutrition Site Reports and Senior Center Historical Front Desk Sign In Data - Monthly Information and Referral Report and Nutrition Site Report were distributed and reviewed, received, and filed for both March and April 2016.
 - c. Receive and File Minutes of Program Committee and Events Committee – Supervisor Tessier reported that the committees had been combined and were now called the Events Committee. There are six people on the committee and they will meet once a month.
 - d. Discuss and Develop Senior Center Wish List – Superintendent Brewer asked for input from the Advisory Board on developing a wish list of things they are interested in purchasing in the upcoming fiscal year. Board Member Kreisel asked if there was a minimum or maximum amount they were discussing for the request. Superintendent Brewer responded that this was a list for large expenditures but no specific amount was given. Board Member Hayes commented that he is part of the Senior Center Computer Club and is interested in getting an Apple laptop for instruction in class. Supervisor Tessier responded that the Computer Club purchases their own items, and Superintendent Brewer

added that they could put a proposal together and request the Advisory Board for funding but that it could not be added to the wish list.

8. **UNFINISHED BUSINESS:** None.

9. **EXCLUDED CONSENT:** None.

10. **ITEMS FROM STAFF:** Superintendent Brewer announced that the next Community Day in the Park would be held after the Posy Parade on Sunday, June 5. There would be music, rides, food, and a car show and she also informed them that due to the set up there would be street closures starting on Saturday, June 4.

11. **PUBLIC COMMENT:**

12. **ITEMS FROM MEMBERS AND SUBCOMMITTEE REPORTS:**

- a. Discuss Items Appropriate for Free Table - Board Member Kreisel expressed concern with the items being left on the free table in the Senior Center, including some E-waste. He would like staff to limit the items that are available for donation. Superintendent Brewer suggested putting a sign up with items not permitted on the free table. The Board agreed and listed some items they would like listed on the sign such as, E-waste, coupons, no socks or undergarments, and no expired food.
- b. Discussion of Staff Custodial and Set Up/Breakdown Tasks – Board Member Kreisel expressed concern over the quality of work at the Senior Center by the custodial staff. Superintendent Brewer replied that she would report his concern to the Facilities Supervisor and that interviews began on Monday, May 16 to fill the custodian position. Chair Goff asked staff to create a set up and breakdown checklist so volunteers and facility attendants know what to do. Supervisor Madonich replied that it was something she was currently working on.

Board Member Carmichael asked when the bocce ball court would be completed, and Superintendent Brewer replied that installation is planned for fall 2016. Chair Goff asked when the deck would be replaced and Superintendent Brewer said she was meeting with Public Works engineers to discuss that and she would update the Board during the following meeting. Board Member Kreisel thanked staff for the new lattice and fixing the wall in the multi – purpose room.

13. **ADJOURNMENT:** With no other business to be conducted, **Vice-Chair Green** adjourned the meeting at 9:44 a.m.

Respectfully Submitted,

Ludmer Aker
Executive Assistant
City of San Bruno